

Bullying and Anti-Harassment Policy

Castlefields Church, CIO, Charity No: 1192197

1. Purpose and general policy

- 1.1 This policy is intended to encourage and support the Biblical principles of loving others in the same way that Christ loves the church, of servant-hearted leadership and treatment of others that enables each person to say what they genuinely think and to enable them to use the gifts and wisdom God has given them, without fear and without grievance.
- 1.2 The New Testament demonstrates the way Jesus acted and spoke among those who supported him and those who opposed him, and it is towards these attitudes that this policy is intended to point.
- 1.3 The purpose of this policy is to ensure that all staff, volunteers and members of the church or those with whom the church works are treated with dignity and respect, free from harassment or other forms of bullying. It sets out examples of the type of conduct that may constitute harassment or bullying, and our commitment to eliminating such conduct.
- 1.4 In constructing this policy, the trustees have paid due consideration to the Charity Commission guidance on bullying and harassment.

2. Identifying and assessing harassment and bullying

- 2.1 Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 2.2 Examples of harassment could include:
 - ignoring or shunning someone, for example, by deliberately excluding them from a conversation, forum or a church social activity without due cause;
 - the sending or displaying of material that some individuals or groups may find offensive or indicates a hierarchical control which suggests that an individual should 'understand their place' or otherwise suggest that it would be best for them to remain silent or similarly 'bow to another individual's views or opinions'; this excludes faithful, traditional Biblical teaching given in a Christ-like manner, as this might be seen as offensive by some groups.
 - inappropriate behaviour whether in the form of offensive or intimidating comments or gestures or insensitive jokes or pranks;
 - unwanted physical conduct or "horseplay", including but not limited to unwelcome sexual behaviour.
- 2.3 Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated, and threatened.
- 2.4 Legitimate and constructive criticism of a worker's performance or behaviour, or reasonable requests made of workers in the course of their employment, will not constitute bullying.
- 2.5 Examples of bullying could include:
 - shouting at, being sarcastic towards, ridiculing or demeaning others;
 - physical or psychological threats;
 - extreme emotional reactions to situations where criticism is made;
 - overbearing and intimidating levels of supervision;
 - inappropriate and/or derogatory remarks about someone's performance;

- abuse of authority or power by those in positions of seniority;
- comments or statements made as part of preaching and teaching sessions;
- unjustifiably excluding colleagues from meetings or communications.

2.6 This policy covers harassment or bullying which occurs in public church meetings, trips, events or social functions organised for or on the church's behalf and whether on or off the church premises.

3. Informal steps to resolve bullying or harassment

3.1 If an employee, volunteer or other individual considers that they are being bullied or harassed, they should initially attempt to resolve the problem informally with the person responsible, if they feel able (in accordance with Matthew 18 v 15 - 35), and explain clearly to them that their behaviour is not welcome or makes them uncomfortable. If this is too difficult or embarrassing to do without support, they should seek support from trustees, again seeking to emulate the Matthew 18 example of resolution through involvement of other Christians.

4. Responsibilities should informal steps not resolve the issue

- 4.1 If informal steps have not been successful or would not be appropriate:
- If an employee: they should follow the formal grievance procedure.
 - If a volunteer: they should speak to the individual to whom leads the activity, unless that person is the cause of the issue, in which case this should be raised with a Trustee.
 - If neither of those: they should speak to a Trustee.
- 4.2 They are also entitled to make a formal complaint, which would also be dealt with under the church **Complaints Handling Policy**.
- 4.3 Where harassment or bullying is shown to have taken place by an employee, it will be dealt with under the Disciplinary Procedure as a form of misconduct. In some cases, it may be treated as gross misconduct leading to summary dismissal of those responsible. This policy does not form part of any employee's contract of employment, and it may be amended at any time.
- 4.4 Trustees should be kept informed as to the action being taken to enable any advice to be given, obtained in advance or adjusted (depending upon the seriousness of the issue).
- 4.5 Issues that turn into formal complaints should be handled in line with the **Church Complaints Policy** and a copy of that Policy provided to the complainant.

5. Protection for those making a complaint or assisting with an investigation

- 5.1 Staff, volunteers or other individuals who make complaints or who participate in good faith in any investigation conducted under this policy will be protected from any form of intimidation or victimisation as a result of their involvement.
- 5.2 Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy, whether making a complaint or involved in any investigation, is responsible for observing the highest level of confidentiality that is required.
- 5.3 Where it is considered that public statements need to be made (e.g. to church/charity members) the Trustees should consider whether advice is required on the relevant rights of individuals and what can be detailed in any statements.

Policy Approved by Trustees Meeting & recorded in Minutes

Date: 11/03/25

Next Review to be undertaken:

Date: (max 12 months from above date)